



A FREE Service of the Maricopa County Attorney's Office

Check Enforcement Guidebook

Provided by the
MARICOPA COUNTY ATTORNEY'S OFFICE
CHECK ENFORCEMENT PROGRAM

Phone: 602 • 372 • 7300

Fax: 602 • 372 • 0014



Richard M. Romley
MARICOPA COUNTY ATTORNEY

TABLE OF CONTENTS

A Message From Richard M. Romley Maricopa County Attorney	1
Introduction	2
Accepting a Check	3
What to Do With a Bad Check	6
Matters Not Handled by the Check Enforcement Program	8
Submitting Checks to the Check Enforcement Program	9
The Enforcement Process	10
Important Information	11
How to Contact the Check Enforcement Program	13
Forms for Submittal	15





As your County Attorney, my office is authorized to work with merchants, law enforcement and our community to fight on behalf of victims of bad checks. Each year thousands of checks are issued that are invalid, resulting in huge losses to businesses and individuals. Consumers ultimately pay for losses through higher prices forced onto the merchants. Combating these crimes and putting the burden of bearing the costs back onto the bad check writer are goals of the County Attorney's Office.

The Maricopa County Attorney's Office established the Check Enforcement Program as a primary means to fight checks that are returned unpaid to merchants and individual victims. During 1998, over 27,000 checks were processed for restitution. The result was reimbursements to merchants and our community for the losses caused by bad check writers. Merchants received more than \$1.1 million in restitution in 1998 alone.

This guidebook will assist the victims of bad checks in recovering losses caused by bad check writers. Directions are provided to assist in submitting bad checks to the Check Enforcement Program. This guidebook will also provide directions on reducing forged and counterfeit checks.

I strongly encourage you to support our program by reporting bad checks. Working together will strengthen our community and we will continue to effectively reduce crime.

Sincerely,

Richard M. Romley
Maricopa County Attorney

INTRODUCTION



Each day thousands of checks are written to pay for goods or services. And hundreds of checks are not honored when presented at the bank. Hard working merchants and others go unpaid, the victims of bad check crimes.

State law is the primary enforcement tool for businesses and individual victims. Criminal provisions are designed to protect the innocent bad check victims and these laws mandate recovery of restitution against bad check writers.

The law makes issuing a bad check a misdemeanor and repeated violations could result in felony prosecution. If a check is returned unpaid, you may notify the bad check writer that the check was returned for insufficient funds and he must reimburse you for the total amount of the check within time limits established by law. Thereafter, the check writer may be subject to criminal prosecution by the County Attorney's Office.

The Maricopa County Attorney's Office established the Check Enforcement Program to assist victims. The primary responsibility of the program is to recover restitution for victims. Most "first time" bad check writers will be provided an opportunity to avoid prosecution by payment of full restitution and statutory fees. If the check writer does not make full restitution, and if sufficient evidence for criminal charges is available, criminal prosecution will be initiated. If the check writer is a repeat offender, or if evidence exists of intent to defraud from the outset, the County Attorney will attempt to prosecute immediately and may prosecute for felony crimes.

This guidebook provides valuable information on reducing and eliminating losses due to bad checks. The Maricopa County Attorney's Office created specific procedures for merchants/individuals accepting checks to follow, minimizing exposure to bad checks and providing evidence against the check writer. This guidebook provides directions for processing bad checks and supporting the prosecution of bad check writers. Please read this guidebook carefully and follow the instructions.

In addition to this guidebook, the Check Enforcement Program staff members are available to provide free training to merchants on check acceptance and forgery detection. Training should assist in reducing the high costs of bad check writers.

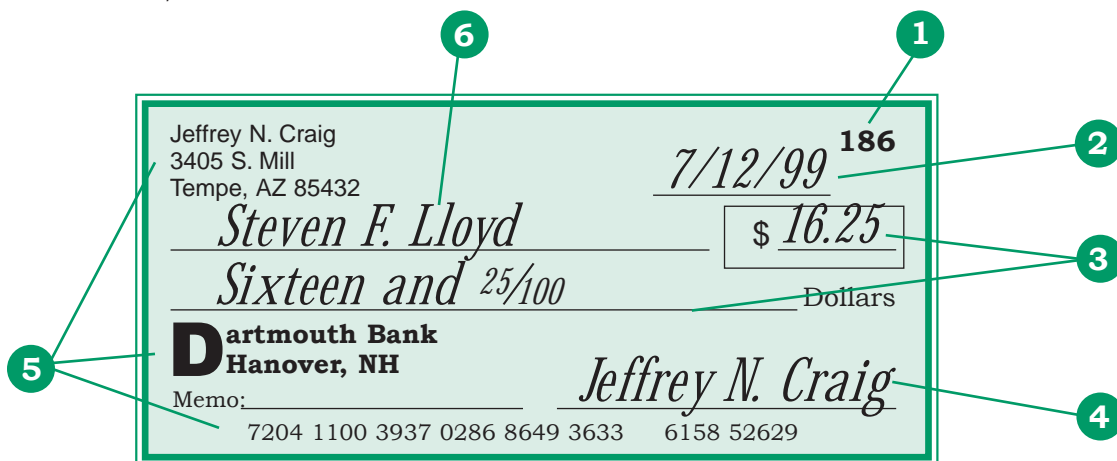
The Maricopa County Attorney's Office Check Enforcement Program is mandated to work with victims in identifying bad check crimes and quickly enforcing full restitution for victims of these crimes. Together, significant reductions in bad checks can be achieved.

ACCEPTING A CHECK

Follow this simple checklist to reduce the possibility of accepting a bad check. Early detection eliminates many hardships that result from accepting a bad check. The preventive steps listed below should be utilized by you and your employees. These steps will reduce losses and increase the chances of full recovery.

Look at the check

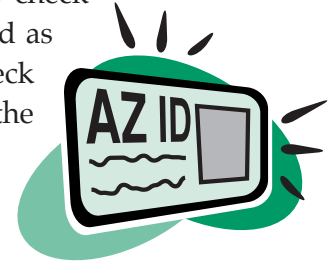
1. **Look at the check number:** Be cautious of checks that have low check numbers or no printed check numbers. Nearly 90% of bad checks are drawn on accounts less than one year old.
2. **Check the date for accuracy:** Eliminate the possibility of receiving a postdated check. A postdated check may be a defense to prosecution and full restitution.
3. **Compare the amount written on the check:** Make sure that the numeric dollar amount matches the written dollar amount. A valid check for \$35.50 should have written: "Thirty-five and fifty/100 dollars" or "Thirty-five and 50/100 dollars."



4. **Demand identification and write it on the check:** Verify the identity of the check writer by requesting picture identification and write the information on the face of the check yourself. This protects against the check writer providing false numbers. Also important, the presence of your handwriting is another way to identify the check if required for prosecution.
5. **Examine the printing on the check:** A check that appears to be altered, or uses two or more type sets may be a forgery. Check the numerals and words to compare for consistency. Review for crowded letters. Check for contrasts in ink color or density. Inconsistencies are keys to catching forgeries.
6. **Look at the name of the payee:** Changes or additions to the name indicate a possible forgery. If the color, density or writing of the name appears different, or if the check appears payable to two or more payees (for example, "AB or CD"), there may have been an alteration.

Always Demand Identification

Requiring identification minimizes the chance of accepting a bad check that may be forged or stolen. Also, each form of identification recorded on a check provides a way for the Check Enforcement Program to identify the check writer. As an example, a driver's license number presented as identification and written on a check provides the Check Enforcement Program with information to obtain a copy of the license from MVD. The copy of the license supplies a photograph, handwriting samples and a description of the check writer, all necessary elements in successful prosecutions for bad check crimes.



1. The best form of identification for prosecution is the **Arizona Driver's License** or the **Arizona Identification Card**. Other forms of identification, such as some bank cards or credit cards may have photographs and signatures. These may be good forms of secondary identification.

It is important to obtain valid identification each time a check writer presents a check. Many bad check writers will gain your confidence by presenting several small, good checks. Then after identification is no longer requested, the check writer will quickly write a series of bad checks for larger amounts.

Each time a check is presented, request identification and **compare** the name, address and signature on the identification with the information on the check. Also, be sure to compare the photograph on the identification with the person that is presenting the check. Check the license for alterations and scratch marks. Review the identification for an expiration date. **DO NOT** accept checks with expired identification.

2. Make sure that the check writer **DOES NOT** write their Arizona Driver's License or Identification number on the check. **ASK FOR THE CARD AND DO IT YOURSELF!** This simple rule protects against a check writer from providing a false number. If the check writer attempts to provide it, take the time to rewrite the number after reviewing the identification. Do not simply accept preprinted identification on a check. Each time you write on the check, not only are you providing strong evidence of identification, your handwriting adds to your ability to recognize the check at a later date.

3. Check Guarantee Cards may not be a reliable method of identification and caution should be used in accepting cards without additional identification. Most banks have discontinued bank guarantee card programs. These cards generally do not provide specific identification, may have been lost or stolen and can be forged. Finally, some ATM cards resemble a check guarantee card, but fail to protect against insufficient fund accounts. Please pay attention and remain alert.
4. Secondary identification will assist in identifying the check writer. Examples of secondary identification are military ID cards, student ID cards and credit cards. In each instance, compare the name on the secondary identification and it is strongly encouraged to use secondary identifications with photographs. Arizona Department of Economic Services identification cards have photographs but are generally not acceptable for prosecution without a primary form of identification. Social Security cards are not appropriate for identification.
5. Record all information on the front of the check. Information written on the back of the check may be obscured by a bank stamp.

Record your name, initials or employee ID number as the receiver of the check. This information must be present or the matter cannot be successfully prosecuted. Be certain that the acceptor's identity and location (such as branch office), if applicable, is on the face of the check. Absent specific information identifying the receiver of the check, the check may be returned.
6. Finally, review the check for other information:
 - Is the signature legible? If not, print the name above the signature.
 - Are there discrepancies between the home address on the check and identification? Copy addresses from identification onto the check.

**IF STILL IN DOUBT
ABOUT THE CHECK OR THE CHECK WRITER,
DO NOT ACCEPT THE CHECK!**

Arizona law does not require anyone to accept a check. The sale may be lost, but the merchandise will not be forfeited. Only careful examination of each check and use of the guidelines in this section will provide reasonable assurances that the check can be enforced against the check writer. The knowledge and use of these techniques are your main deterrent to bad check writers.

WHAT TO DO WITH A BAD CHECK



A few bad checks will still be received regardless of how cautiously the techniques were followed. Preparation for handling these checks is the key to successful recovery of restitution.

The following section outlines methods for quick recovery. It is important to establish and follow strict store policies, but it is equally important to have the materials on-hand to submit the necessary paperwork to the Check Enforcement Program. Maintaining a photocopied supply of the forms on pages 15, 17 and 19 will provide prompt submittal and reduce the number of checks returned for additional information.

1. Try calling the check writer at the telephone number written on the check when it was accepted. Many bad checks are accidental and can be quickly cleared up with a courteous telephone call.
2. If a check is returned as "Lost/Stolen," "Forged," or "Counterfeit" the local police department should be contacted immediately. The police department may have additional forms to complete, and much of the information necessary for the police will be provided by the information recorded on the check.
3. For other checks, begin preparing the Check Enforcement Program forms. Complete the blanks that are readily known to you.
4. At your option, a Notice Letter can be prepared and written to the check writer. It is strongly suggested that checks returned as "NSF" be considered for a Notice Letter. Like the initial telephone call suggested above, many of these checks are accidental and are promptly paid.

If the Notice Letter is used, do not change the language in the letter because this language is established by law. In the middle portion of the Notice Letter, you may staple a photocopy of the bad check, in lieu of describing the check. Please **DO NOT** send the original check to the check writer.

The Notice Letter can be personally delivered, sent certified mail or first class mail to the person who passed the bad check. The Notice Letter should be sent to the person who signed the check, not the company or the business.

- If the Notice was hand delivered, please wait 12 calendar days before submitting the check to the Check Enforcement Program.
 - If the Notice is mailed, the law provides five days for mailing, and therefore, please wait 17 calendar days from the date of mailing before submitting the check to the Check Enforcement Program. When mailing, print or type "Return Service Requested" on the envelope in the event the check writer has moved.
5. If the check was returned "Account Closed" "Unable to Locate" or "Refer to Maker," please submit the check to the Check Enforcement Program imme-

diately. To assist in submittal, please review the section “Submitting the Check to the County Attorney’s Check Enforcement Program” on page 9.

6. If anyone offers to pay for the bad check within the statutory time periods following notice, accept only cash, money orders or cashier’s checks. A fee for reasonable bank costs may be collected. **DO NOT ACCEPT PARTIAL PAYMENT** from the check writer and do not return the original bad check to the check writer until you have been paid in FULL.

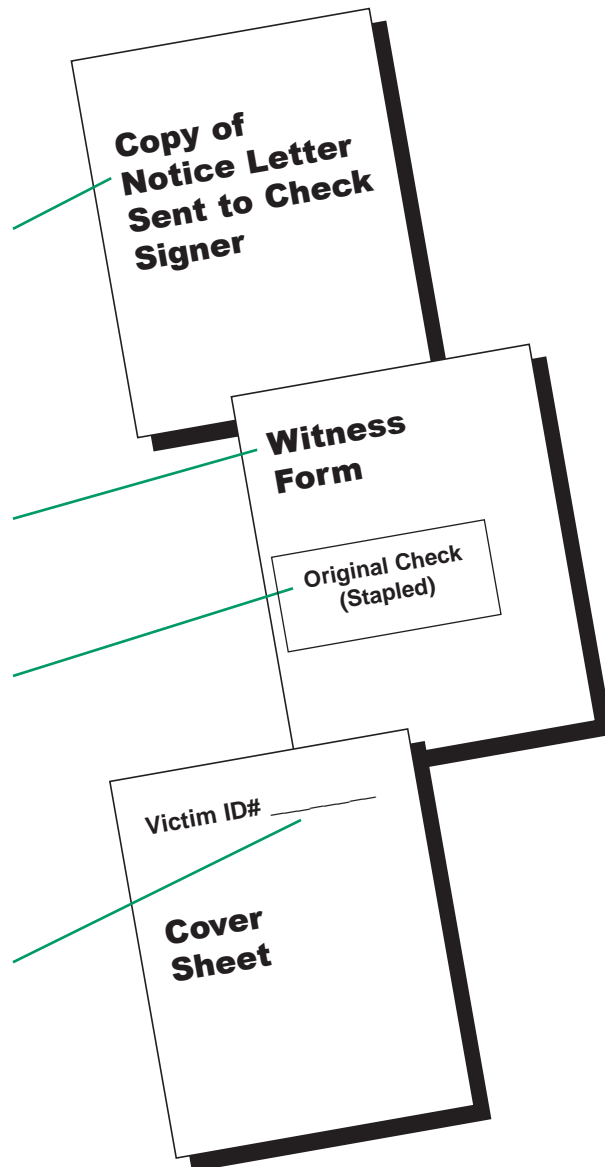
Bad Check Filing Example

The Notice Letter must be sent by first class or certified mail or hand delivered to the check writer when the form is used. If mailed, wait 17 calendar days or if hand delivered, wait 12 calendar days before submittal to the Check Enforcement Program. Attach a copy of the notice letter, if one was sent.

Fill out a witness form for EACH check. Form must be signed by the person who accepted the check.

Checks **MUST** be stamped by the bank with reason for dishonor or you must have a letter on bank letterhead stating the reason for refusing to honor the check. We must have the **original** check or **bank certified** copy. We cannot accept a photocopy.

Place Victim ID Number on Witness Form and Cover Sheet. If this is your first time submittal, a Victim Identification Number will be assigned and notice will be sent by mail to your address.



DO NOT send any items for submittal without **ALL** of this information for each check. It will only slow the process. Cases without all of the above information will be returned for correction and resubmittal.

MATTERS NOT HANDLED BY THE CHECK ENFORCEMENT PROGRAM

Certain types of check cases are not handled by the Maricopa County Check Enforcement Program. If a submittal involves one of these types of checks, the check will be returned.



- **Stale Checks:** Checks that are older than 180 days past the date issued are considered stale and usually are declined. It is preferable that all checks are submitted as promptly as possible. A substantial time lapse will result in severe hindrance to successful prosecution. However, all submittals are reviewed on a case by case basis. Some cases will be reviewed if the submittal is greater than 180 days from the date the check was issued.
- **“Stop Payment”** checks are generally declined from prosecution but may also qualify for review. The submittal must contain specific detailed information outlining why this case is not a civil dispute. For example, if a check was “stop payment” but the check writer purchased merchandise. If the merchandise was not returned and the check writer never complained about the merchandise, the matter can be considered for prosecution.
- **Postdated Checks:** These types of checks are considered an extension of credit and inappropriate for prosecution under Arizona law.
- **Credit Card** Accounts, Credit Card Slips, Credit Card Checks or Travelers Checks
- **Checks Involving Civil Litigation or Properly Subject to Civil Remedies:** Matters that result in civil litigation are not handled by the Check Enforcement Program. This includes checks that are part of small claims action and/or final judgements. As another example, a rent check returned as “NSF” should not be submitted because the time delay in collecting on the check may be more than 90 days after submittal. Civil law provides specific remedial action for such an incident separate from a criminal prosecution.
- **Checks issued, passed or accepted in another county or state** and **NOT** introduced into Maricopa County by the issuer or the passer.
- **Any check for which partial payment has been accepted.** Acceptance of a partial payment constitutes extension of credit or a loan, resulting in a civil defense.

SUBMITTING CHECKS TO THE CHECK ENFORCEMENT PROGRAM



1. **Witness Forms:** Please be certain that all items on the witness form are completed prior to submittal.
 - Please make sure that the full name, work address and telephone number of the person who received the check is entered on the form. The person that received the check must sign the bottom of the witness form. It is not acceptable for the business manager or bookkeeper to sign the form. Without this information, the Check Enforcement Program is unable to prosecute. The only exception to this policy involves former employees. In this instance, the form can be signed by someone else with the note that the actual witness is no longer employed.
 - If there is a more recent address for the check writer than the address printed on the check, include the new address on the witness form.
 - Be sure to fill in the name of the check **SIGNER** on the witness form; not the business or company name, or even the person whose name is printed on the check. At the time the check is accepted, it is proper procedure to print the name of the check signer on the check. If the names on the witness form and the name of the signer on the check do not match, the submittal will be returned.
2. **Victim Information Cover Sheet:** Only one Victim Information Cover Sheet should be completed for all checks submitted the first time. A Victim Identification Number will be assigned and notification of the number will be mailed to you. Please utilize the Victim Identification Number on all future correspondence. If there are any changes in address, contact numbers, business name, etc., a **NEW** cover sheet is requested to update our records. The Victim Identification Number will not be changed.
3. **Presenting the Submittal:** The following items must be hand-delivered or mailed:
 - One cover sheet, for first time submittal or to provide updated information;
 - Original bad check(s) or certified bank copies (if originals are unavailable), stapled to the Witness Form;
 - A witness form for **EACH** check submitted (stapling the original check as indicated), signed by the witness;
 - A photocopy of any notice letters sent to the check writer;
 - Copy of any correspondence between the check writer and you.
4. **Mail or deliver** the submittal packet to: Maricopa County Attorney's Office, Check Enforcement Program, 100 W. Washington Street, Suite 2000, Phoenix, AZ 85003-1806

THE ENFORCEMENT PROCESS

After a bad check is presented to the Maricopa County Attorney's Office Check Enforcement Program, the enforcement process begins immediately. Each submittal is reviewed for complete, necessary documentation. A check enforcement employee will make a preliminary determination of whether this bad check meets general enforcement standards.

Upon submittal, the general information about the check and check writer is entered into a database. The name of the check writer will be compared to information within the database. If other bad checks have been received, the most recent checks will be assigned to assist the prosecution of older bad checks.

First Time Offenders: If the submitted bad check involves a "first time offender" to the Check Enforcement Program, the bad check writer will be allowed to avoid criminal prosecution. The Check Enforcement Program will issue a letter to the bad check writer to notify the check writer of options to avoid prosecution. The check writer must pay full restitution and statutory fees within a limited time to avoid prosecution.

Approximately 90 days after receipt of a bad check, the Check Enforcement Program completes a status review to determine whether the check writer has contacted the Check Enforcement Program and/or completed payments. In some instances, information from the check writer or other facts reviewed will indicate that the check cannot be successfully prosecuted. The original check and the submittal paperwork will be returned to the victim.

More Extreme Cases: In many other instances, prosecution is initiated within days. This may be based upon prior criminal history, previous bad checks, other pending charges, checks written for large amounts or strong evidence of intent to defraud a victim. During this time, witnesses may be contacted by Maricopa County Attorney's Office investigators or other law enforcement officers. Cooperation with this investigation is imperative to successful prosecution and restitution.

Filing of Charges: Issuing a bad check is a class one misdemeanor. The Check Enforcement Program will prosecute this crime in the Maricopa County Justice Courts. The Check Enforcement Program will file a charging document, known as a complaint, in the justice court. The check writer may be notified of the criminal charges by a summons. A summons is a court order directing the check writer to appear in court on a specified date to respond to the criminal charges. In instances where the check writer is not available by summons, the court can issue an arrest warrant.

After an initial appearance as directed by the summons, the check writer will be required to attend court proceedings. In some cases a prosecutor will authorize a plea agreement for the check writer. If a plea is negotiated, the check writer should be required to complete full restitution for all prosecutable offenses. If a plea is inap-

appropriate or is not acceptable, the matter will proceed to trial. At trial, the prosecutor is required to present evidence through witnesses to prove the case beyond a reasonable doubt. If the check writer is convicted, the sentence could include fines and surcharges of more than \$4,000 and four years probation. In severe cases, a judge can also order a check writer to complete a jail term of up to six months for each check.



Payment of Restitution: A check writer who responds to the Check Enforcement's notice or who is required by a court order to pay restitution will pay the restitution to the Check Enforcement Program. The restitution is returned to the victims by the Check Enforcement Program, based upon the payments by the check writer. Repayment to victims is based upon the oldest checks first, if multiple checks are involved. The Check Enforcement Program monitors scheduled payments and will notify the courts when a check writer fails to make timely payments. In such situations, the check writer may have a probation grant revoked and may be sentenced to greater punishment, which could include jail.

IMPORTANT INFORMATION

1. **Accepting Payments from the Check Writer after Submittal:** If the bad check has been submitted to the Check Enforcement Program, DO NOT ACCEPT PAYMENT FOR THE CHECK! Money sent to you by the check writer should be immediately returned to the check writer or forwarded to the Check Enforcement Program with a cover note asking that the money be applied to your specific check. If money is accepted from anyone other than the Check Enforcement Program, the effectiveness of the program is undermined. Further, the Check Enforcement Program may continue to prosecute because they are unaware of the recovery. Finally, you may be liable for statutory fees set by law normally assessed against the check writer.
2. **Restitution:** The Check Enforcement Program will utilize every lawful means to recover the face value of the check, but not bank fees or return check charges. Recovery of the debt owed to you may take time and may be based upon a payment schedule as established by a court. The check writer is responsible for all statutory fees.

When a check writer makes payment, the money is placed in an account in trust. During a month that restitution has been received for a victim account, a payment is processed from the Check Enforcement Program to the victim. The payment will represent the restitution collected during the month for face value of checks. Along with the payment, the Check Enforcement Program will provide notice of the victim account, the name(s) of the check writer(s), the bad check number(s), the date and the amount paid toward each check.

3. **Original Checks Will Not Be Returned:** After a check has been submitted to the Check Enforcement Program, the Maricopa County Attorney's Office retains the right to proceed with criminal prosecution against the check writer. When the County Attorney's Office proceeds with prosecution, the check is retained as evidence to the criminal proceeding. Even if the check is paid in full prior to a trial, the County Attorney will retain the original check for fiscal accounting, audit and tracking purposes. No checks will be returned without the consent of the County Attorney's Office and no check will be returned once a criminal complaint has been filed in court.
4. **Civil Judgements/Collection Agencies:** If there is pending civil litigation concerning the bad check or if a civil judgement has been obtained against the check writer, the Check Enforcement Program will not handle the matter. Similarly, if the bad check has been submitted to a collection agency, the check cannot be processed by the County Attorney's Office. Please do not submit such checks to the Check Enforcement Program as the check will be returned.
5. **Victim — Check Writer Contact:** After a check has been submitted to the Check Enforcement Program, it is requested that you have no further contact with the check writer. Do not threaten or harass the check writer or continue to send any type of demand letter. If the check writer contacts you in an attempt to pay or threatens you in any fashion, inform the check writer that you wish no further contact. Direct the check writer to the Check Enforcement Program for further information. If written correspondence is completed by either party, please forward a photocopy to the Check Enforcement staff.

SUBMITTAL STATUS

Persons requesting information and status on a bad check submitted to the Check Enforcement Program should wait approximately 45 days before making an inquiry to the Program. When making an inquiry, please be prepared to give the Victim Identification Number along with the name of the check writer. If you need to leave a message for the Merchant Liaison, please leave your Victim Identification Number, your name, a daytime telephone number, the name of the check writer and your question. The Merchant Liaison will return the call within one to two business days.

HOW TO CONTACT THE CHECK ENFORCEMENT PROGRAM

By Telephone:

(602) 372-7300

By FAX:

(602) 372-0014

By Mail:

Maricopa County Attorney's Office
Check Enforcement Program
100 W. Washington, Suite 2000
Phoenix, AZ 85003-1806

In Person:

Maricopa County Attorney's Office
Check Enforcement Program
100 W. Washington, Suite 2000
Phoenix, AZ 85003-1806

Office Hours:

8:00 a.m. to 5:00 p.m.

Monday through Fridays, excluding legal holidays



General Directions:

The Check Enforcement Program is located in downtown Phoenix in the Wells Fargo Building — the northwest corner of 1st Avenue and Washington Street. The Check Enforcement Program is on the 20th floor.

Notice Letter

Date: _____

To: _____
(Name of Check Issuer/Passer)

(Street Address)

(City, State, Zip Code)

You are, pursuant to law, notified that the check or instrument shown or described below, issued by you, has been dishonored.

Instrument/Check Number: _____ Instrument/Check Date: _____
Originating Institution,
Bank or Other Drawee: _____

Amount: _____ Payable To: _____

Reason for Dishonor:
(marked on instrument) _____

Pursuant to Arizona law, you have twelve (12) days from receipt of this notice to pay or tender to the holder named below the full amount of the check or instrument, together with reasonable costs and protest fees. Unless this amount is paid in full within the time specified above, the holder of the dishonored check or instrument may turn it, and all other available information relating to this incident, over to the County Attorney for criminal prosecution.

Check Amount _____ Signed: _____

Fee Amount: _____ Name: _____

Total Owed: _____ Address: _____

Telephone Number: (_____) _____

Please detach and retain for making as many copies as you need.

Victim Information Cover Sheet

If this is the first time you are submitting checks to the Check Enforcement Program, please fill out this form completely. A Victim Identification Number will be assigned to you and notice sent in the mail.

Today's Date _____ Victim ID # _____

Changes to your existing Victim ID #? ☐ Yes ☐ No

INDIVIDUAL VICTIMS (Not a Business) Complete the Following:

Your Name _____ Day Phone (_____) _____

Your Mailing Address _____

Your Physical Address, if Different: _____

Major Cross Streets: _____

BUSINESS VICTIMS Complete the Following:

Legal Business Name: _____

DBA (if applicable): _____ Store # _____

Business Mailing Address: _____

Physical Address, if Different: _____

Major Cross Streets: _____

Telephone # (_____) _____ Fax # (_____) _____

Type of Business: _____

When we have questions about your checks or need to contact your company:

Contact Person: _____ Title: _____

Their Phone # (_____) _____ Fax # (_____) _____

How Should Restitution Checks be Made Out?

Payable to: _____

Mailing Address: _____

Is the restitution payment being sent to a corporate headquarters location? ☐ Yes ☐ No

Do you have **multiple sites** in Maricopa County? ☐ Yes ☐ No

If you have multiple sites, please submit (on a separate sheet) a list of all stores indicating: Store Name, Store Number, Street Address, Mailing Address (if different), Contact Name, Title/Phone/Fax for the person at each location. This will allow us to assign separate Victim ID #s for EACH location for prosecution and jurisdictional purposes, even though you may not be submitting checks for all locations at this time.

Please contact the Check Enforcement Program Merchant Liaison or Business Manager at (602) 372-7300 if you have any questions.

Maricopa County Attorney Check Enforcement Program Witness Form

Victim ID # _____

Victim Name: _____

Store # _____

Answer ALL questions completely. Use one form for each check being submitted.

Check Number:	Check Amount:	Date Issued:
Check Writer's Name (name of person who SIGNED check):		
Check Writer's Address (if different from check):		
Witness Name (print clearly):		
Witness Business Address Where Check Was Passed/Accepted:		
Witness Business Phone (include area code)		
In what city or unincorporated area was this check passed? _____		
What are the major cross streets for this location? _____		
This check was received: <input type="checkbox"/> in Person <input type="checkbox"/> by Mail <input type="checkbox"/> Drop Box <input type="checkbox"/> COD for Purchase <input type="checkbox"/> via UPS or Express Driver		
Can you verify this as the check you accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how can you identify this as the check you accepted?		
(Staple original check to this form at this point)		
Did you record Driver's License Number or Arizona ID Number on the check? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is that number?		
Is it your normal practice to compare identification containing a photograph with the check writer standing in front of you? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you personally know the check writer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Could you identify the check writer in a photo lineup or in court? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Notice was sent to the check writer by: <input type="checkbox"/> Certified Mail <input type="checkbox"/> First Class Mail <input type="checkbox"/> Personal Delivery Notice was sent (date) _____ <input type="checkbox"/> No notice was sent to check writer		
Do you have any other information that would identify or locate the check writer (Driver's License or Social Security Number, physical description, car license number, other names used, etc.)?		

Please detach and retain for making as many copies as you need.

Witness Signature
(Must be signed by person who accepted the check)

Date



MARICOPA COUNTY ATTORNEY'S OFFICE
Check Enforcement Program
100 W. Washington Street, Suite 2000
Phoenix, AZ 85003-1806
602 • 372 • 7300

A FREE Public Service of the Maricopa County Attorney's Office



MARICOPA COUNTY ATTORNEY'S OFFICE
Check Enforcement Program
100 W. Washington Street, Suite 2000
Phoenix, AZ 85003-1806
602 • 372 • 7300